



## Reject a Deposit



### Application Tip

Only deposits that are saved with a **Submitted** status by the agency's **Deposit Approver** can be confirmed, rejected, or adjusted. As a best practice, Fiscal Service recommends that the **Deposit Confirmer** confirms, adjusts, or rejects deposits as part of their daily activities. In addition, it is recommended that all deposits (except those issued from foreign checks) are confirmed no later than 30 days from the Voucher Date.

To reject a deposit:

1. Click the **Deposit Processing** tab.
2. Click **View Deposits**. The *View Deposits* page displays.



### Application Tip

You can also select **Search Deposits** to locate deposits and click the **Voucher Number** of the deposit you would like to continue processing. Refer to the steps for *Search for a Deposit* for more details and proceed to Step 5.

3. From the **Select Display** drop-down menu, select **My Deposits in Process**.
4. Click the **Voucher Number** of the deposit you would like to continue processing. The *View Submitted Deposit* page displays.
5. Click **Reject**. The *Step 1 of 2: Define Information for Deposit Rejection* displays.



### Application Tip

**Deposit Total** will not be displayed on the *Define Information for Deposit Rejection* page for a foreign check deposit with "Other" selected for the country of deposit.

6. Enter **Comments** for the reason why you are rejecting the deposit.

7. Click **Next**. The *Step 2 of 2: Review Information for Deposit Rejection* page displays.



**Application Tip**

**Deposit Total** will not be displayed on the *Review Information for Deposit Rejection* page for a foreign check deposit with “Other” selected for the country of deposit.

8. If the information is correct, click **Submit**. Click **Edit** to modify the comment and return to Step 5.
9. A *Confirmation* page displays stating that the deposit has been rejected.



**Application Tip**

Additional buttons on the page help you perform other tasks:

- Click **Adjust** to adjust a deposit.
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Confirm** to confirm a deposit.
- Click **View Voucher Event Log** to view the history of the deposit voucher.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.